

DRAFT
Council on Technology Services
Privacy, Security & Access Work Group
November 7, 2000

Present: Mike O'Neil, DSS; Jim Adams, DIT; John Breeden, LVA; Steve Childress, VSP; Scott Fairholm, E-Government Implementation; Rick Fowler, DSS; Sally Fehn, DIT; Carrie Gillotte, GMU; Bernie Hill, DOC; John Krallman, VT; Murali Rao, VDOT; Shirley Payne, UVA; Darlene Quackenbush, JMU; Murray Rosenberg, DTP; Ernie Steidle, DRS; Glenn Thacker, Tax; Teresa Thomas, APA; Jim Womack, DSIA; Dan Galloway, SCC; Paul Hendricks, DMV; Virgil Kopf, DGIF; Peggy Maupin, DGS; John Palese, DSS; Ed Slate, DMV

Absent: Kevin Ferlazzo, DJJ;

The November 7, 2000 COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the Department of Social Services/Central Regional Office/Wythe Building. Minutes from the meeting held October 3, 2000, were approved as presented.

HIPAA (Health Insurance Portability Accountability Act) Presentation:

- Sally Fehn introduced the two speakers, Frank Guinan and Graig Goeller, from DMAS, who gave a 30-minute presentation on HIPAA (Health Insurance Portability Accountability Act). The presentation consisted of a brief introduction about HIPAA. Who does HIPAA apply to? What are the Privacy and Security standards? Presentation was concluded with Q&A. The speakers handed out a draft copy of HIPAA Security Summit Guidelines. Link to the document will be available on the PSA web site.

New Representative to Communications Workgroup:

- Shirley Paine has requested to be relieved of her duties with the Communications Workgroup. Mike expressed appreciation to Shirley for her hard work with the Communications Workgroup.
- Shirley reported that the Group is focused on three areas: First in developing a communication plan; second in getting more information out to legislators and to agency heads, and third they are thinking of providing some presentation tips. The Group meets once a month.
- Volunteers to assume Shirley's role, please contact Mike.

Facelift for PSA Website:

- Dan Galloway discussed facelift for the PSA and the Group provided feedback. Mike indicated that a redesign was a good idea. The group approved Dan proceeding.

Report — Meeting with State Internal Auditor:

- Jim Adams and Mike gave a summary of what was discussed at the meeting. More discussions are expected.

Report — Meeting with Federal Digital Signature Authorities:

- Shirley Payne gave a summary of what was discussed at the meeting. She mentioned the objective was to learn what the FEDS are doing and for them to learn of what we are doing in VA; identify some connection points; develop an action plan. Some of the items discussed at the meeting were: the Electronic Signature Law that President Clinton signed not too long ago (she also mentioned that there is going to be a Workshop in Washington on this in which the group has been invited to attend. More information will be provided to her.), the ACES (Access Certificate Electronic Services) program which has formed some contracts with various digital signature vendors and service providers on the behalf of federal agencies.

Review of Other States Privacy and Security Guidelines:

- Mike presented copies of four States' Privacy and Security Guidelines (Washington, North Carolina, New York and Virginia). The group reviewed and discussed the information provided.

New Business:

- Privacy Principles -- John Breeden, John Krallman and Ernie Steidle will work on principles for Privacy, Security and Access.

Action Items:

- The Web page redesign
- Looking for volunteers for Communication Work Group
- Survey for statewide contracts for Tools Services
- To invite a Privacy Advocacy Group to speak to the group
- Update on Standard Audit Guidelines
- Information on Privacy Principles for Security, Privacy and Access

Next scheduled PSA Meeting: Tuesday, December 5, 2000, 1-3 p.m.

**Koger Executive Center
Wythe Building, Conference Room A
1604 Santa Rosa Road
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